



IMPORTANT PAYMENT INFORMATION
GSAAUCTIONS.GOV CUSTOMERS

Payment in full must be received within 2 business days from the date and time of your email notification. Additionally, the property must be removed within 10 business days from the date and time of your email notification. If you fail to make payment or remove the property within the time specified, your contract will be automatically terminated and you will lose all rights, title, and interest to the property, and may be liable for liquidated damages.

Forms of payment : Payment is restricted to the following instruments: U.S. currency (no greater than \$10,000); bank cashier's check; credit union cashier's check issued by a Federal or State chartered Credit Union; U.S. Postal Service or commercial money order; travelers' checks; properly endorsed United States Federal, State, or local government checks; Personal or company checks accompanied by a bank letter of guarantee; MasterCard, Visa, Discover/Novus, and American Express processed manually or online through the Department of Treasury's electronic payment service via GSA Auctions bidder's summary page. Certified checks, bank drafts and debit cards with dollar limitations and/or requiring a PIN number, are NOT acceptable. All checks and money orders must be made payable to the General Services Administration.

A personal or company check will be accepted only when accompanied by a bank letter guaranteeing payment. This letter must be on bank letterhead and must state (1) that payment is guaranteed, (2) that the guarantee is valid for 30 days from the date of award, and (3) that the guarantee covers the purchase of U.S. Government personal property only. The letter must be dated, include the bidder's name, the amount the guarantee is for, date of sale and signed by a bank official authorized to guarantee payment. If you wish to make payment by credit card, please fill out the information below and return this form by mail or fax to the Regional Sales Office responsible for the property as indicated on the web site. Please DO NOT attempt to pick up the property or make shipping arrangements until you have received your Purchaser's Receipt and Authority to Release Property (GSA Form 27A). After your payment is processed, a copy of your receipt will be faxed back to you (if your fax number is provided below); otherwise, your receipt will be mailed.

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Remember – Email is not Secure

WHEN PAID BY CREDIT CARD, ALL SALES ARE FINAL.

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Information collected is subject to the Privacy Act of 1974 (5 U.S.C. Section 552a, as amended). 40 U.S.C. §§ 543 & 545 authorizes collection of the information in the system. The primary use of the information is the awarding and administration of contracts for sales of Federal personal property. Additional disclosures of the information may be: for any legal proceeding to which GSA is a party; to Federal, State, local, or foreign law enforcement agencies in cases of possible violation or potential violation of civil or criminal law or regulation; to authorized officials engaged in investigating or settling a grievance, complaint, or appeal filed by an individual who is the subject of a record; to the Office of Personnel Management, the General Accounting Office, or the National Archives and Records Administration when the information is required for evaluation of the program or program records; to a Member of Congress or his or her staff on behalf of and at the request of the individual who is the subject of a record; to an expert, consultant, or contractor of GSA in the performance of a Federal duty to which the information is relevant; and to the GSA Office of Finance for debt collection purposes (see GSA/PPFM-7). Public Law 104-34 (April 26, 1996) requires that any person doing business with the Federal government furnish a social security number or tax identification number. This is an amendment to Title 31, section 7701. Furnishing a social security number or tax identification number, as well as other data is voluntary, as is participation in the Personal Property Sales Program. Failure to provide this information, however, may result in ineligibility to purchase Federal personal property from the General Services Administration.

CARDHOLDER INFORMATION

Credit Card Number:

Security Code:

(Located on the back of your card, find the 3 or 4 digit code)

Expiration Date:

(MM)

(YY)

Total amount to be charged: \$

Name as it appears on Credit Card (please print):

Authorized Signature:

Daytime Telephone Number:

Fax Number:

Sale Number:

Item(s) No:

If the above Cardholder is not the named successful bidder purchasing the property above, the successful bidder must also approve this payment by signing below.

Successful Bidder's Signature:

Date:

-----Do not write below this line-----

Agency Use Only

Approval # _____

Date Processed _____

OK Number # _____

Processed By _____

REVISED: 05/24/2011